

## Instructor- Student Responsibilities

The **Student** is responsible for attending classes *on time*, fully prepared. This also includes returning from breaks and lunch. If a student is late for class, he/she will be marked *TARDY*. Students must call Guiding Lights at 919-371-2062 if he/she is going to be late or absent. **The children of students are not allowed in class.**

The **Instructor** is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the course. The instructor will maintain an accurate record of attendance on all students and will consult with Program Coordinator and the students on any problems with attendance or grades.

### ATTENDANCE:

If a student is tardy more than **2** times he/she will be dismissed from the program. This also includes returning from break.

A student may **Not miss any portion of clinical.**

If any student misses **4** hours of the course, he/she will be dismissed from the program. There is no make -up time.

### CLASS TEXTBOOK

You will receive a textbook for your use during the class. This text remains the property of Guiding Lights, therefore you should NOT mark in the text, and you MUST return it prior to graduation. If you wish you may purchase a text (in paperback or hardcover format) at: [https://www.amazon.com/Nursing-Assisting-Foundation-Caregiving-5e/dp/1604251212/ref=sr\\_1\\_2?keywords=nursing+assisting&qid=1581183490&sr=8-2](https://www.amazon.com/Nursing-Assisting-Foundation-Caregiving-5e/dp/1604251212/ref=sr_1_2?keywords=nursing+assisting&qid=1581183490&sr=8-2)

### GRADING SYSTEM: THEORY

Tests & homework: 75%  
Final Exam: 25%

### GRADING SYSTEM: LAB

Students must demonstrate all required skills safely and accurately in order to progress to clinical.

### GRADING SYSTEM: CLINICAL

In order for the student to PASS the clinical portion of the course, he/she must accurately demonstrate all of the required skills to the Clinical Instructor.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator signature \_\_\_\_\_ Date: \_\_\_\_\_